

Fire Training and Inspection Officer

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory position in the fire service, the primary duties of which includes conducting training classes for all fire department employees. The employee of this class works with an Assistant Fire Chief to develop a training program by evaluating the performance of department employees during training and at the emergency scene. The Fire Training and Inspection Officer is also responsible for conducting inspections of buildings to ensure compliance with fire codes. The incumbent in this class is responsible for completing any forms or records assigned. The Fire Training and Inspection Officer reports to and has work reviewed by an Assistant Fire Chief or the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Coordinates with a superior officer in developing a training program for the department. Sees that program is properly staffed and supplied with training resources. Assists in providing for regular employee training at all levels within the department and schedules training for employees as assigned by the fire chief. Makes recommendations for improvements in the training program. Prepares lesson plans and training materials. Administers and grades training test. Maintains a library of training materials and conducts research to incorporate information into the training program. Works with a superior officer in developing job simulation exercises to rate skills acquired during training. Coordinates the movement of fire companies to and from all training activities. Assists at the scene of a fire to make notes for use in training.

Conducts training classes, either in the classroom, at the drill field, or at fire stations, in the following areas: fire fighting, forcible entry, ropes, hydraulics, fire attack, salvage and overhaul, pump operations, hazardous materials, fire fighting apparatus, tools and equipment, rescue, safety, pre-fire planning, supervision, public relations, fire prevention, fire inspection, communications, and any other related subject assigned or required. Provides informal or "on-the-job" training.

Prepares for inspections by reviewing previous inspection reports. Obtains permission for building inspections and discusses findings with owner. Inspects the interior and exterior of the building and determines if findings are in compliance with applicable fire

codes. Reviews building plans to identify potential problems. Estimates the fire load of a building and assigns a classification. Completes a report of each fire inspection and makes a field sketch of buildings. Enforces fire prevention codes and ordinances by reinspecting buildings where violations of fire codes occurred; issues citations or serves court summonses if necessary. Receives appeals for exemptions from provisions of fire codes and makes a decision to grant or deny the appeal. Prepares information and evidence from inspections for use in court proceeding; testifies in court when necessary. Receives complaints from the public on hazards or possible violations of fire codes and responds to the complaint following departmental procedures. Inspects portable fire extinguishers, alarm systems, and storage areas. Inspects fire hydrants and conducts flow tests to ensure adequate water supply. Completes a report for each inspection. Inspects sites for the storage of hazardous materials and ensures proper safety precautions are being followed.

Researches and writes formal recommendations for changes in fire prevention codes. Maintains a reference library on fire inspection, investigation, and public fire education topics for use by department personnel. Collects information from and develops pre-fire plans for schools, businesses, or other places of public assembly. Assists institutions in developing solutions for fire prevention problems. Educates the public about fire hazards. Acts as a consultant for volunteer fire departments and provides them with assistance in fire prevention efforts. Assists in training fire personnel who participate in the fire safety education program. Assists a superior officer in taking charge of safety procedures at the emergency scene.

Completes any forms or records assigned. Makes decisions concerning what information should be included in all records. Supervises preparation and maintenance of the records and reports of an assigned division. Compiles and organizes data needed, effectively communicating information using logical organization and correct grammar. Assists in planning and organizing departmental operations involving equipment and apparatus. Arranges for repairs and maintenance of facilities and equipment and assists in inspecting equipment after repairs to ensure they were properly accomplished.

Assists in setting goals and recommending management policies for an assigned fire department division. Keeps informed on modern firefighting practices, evaluates new laws and regulations relating to fire operations, and participates in conferences and other educational meetings to determine if changes in policies and procedures are needed. Recommends changes in department operations that will help the city to obtain favorable ISO/PIAL ratings. Conducts research, polls, and surveys to gather information and assists in planning programs and activities for the department. Monitors and evaluates local conditions which may become fire or safety hazards.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.